

# KIPDA DISTRICT EARLY INTERVENTION COMMITTEE MEETING

MAY 23, 2005

## Minutes

K.I.D.S. Center, Louisville, Kentucky

Members/Designees Present: Eileen Deren, Shawna White, Cindy Holmes, Becky Skrine, Julie Leezer, Melinda Atkins, Sandra Milburn.

Members/Designees Not Present or Represented: Carrie Bearden, Barbara Borie, Sue Daniel, Christie Dwyer, Anne Finney, Angie Guest, Mona McCubbin, Karen Pass, Lynn Webster, Sue McGill.

Staff Present: Cathy Moser, Alicia Dailey, Sandra Duverge.

Guests Present: None.

SUBJECT	DISCUSSION	ACTION
Minutes		April's minutes were approved as written.
Point of Entry Report	<p>Cindy Holmes reported for March and April.</p> <p><b>March:</b> 170 referrals received. Child Find activities included participation at Jefferson Community College (JCC) Women's Health Fair.</p> <p><b>April:</b> 142 referrals received. Child Find activities included visit to Springhurst Pediatrics and participation at Shelby Co. New Parents Fair. KIPDA POE gave technical assistance to another POE in the state at the lead agency's request. KIPDA POE hired an ISC, Shannon Patterson, who will begin employment on 5-31-05.</p> <p><b>Issues:</b> The process now required to hire an ISC (same as PSC) is a major impediment to maintaining adequate staffing of this required service. Obstacles include limiting credentials for the position, difficulties in obtaining required documentation certifying</p>	<p>The Service Coordination mini workgroup has made a recommendation regarding staffing process. This is awaiting action by the lead agency. A workgroup has been formed to review all mini workgroup recommendations.</p>

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	that specific skills and responsibilities have been successfully met, and the limited timeframe to coincide with the required SC training which is now only offered quarterly.	
Technical Assistance Team Report	<p><b>Sandra Duverge</b> reported that 1) Anne Swinford has sent out several policies and procedures for review. 2) Neonatal Follow-up is off the grant and has to start billing CBIS. 3) She's concerned that there many providers who haven't attended IFSP Forms training. We don't have any way of notification other than the email database. Some PSCs think that when July 1<sup>st</sup> comes that there will be many children without therapists. 4) She got one poster (19 x 12) with an infant and toddler on the same poster. Has a couple of phrases next to each child. Five hundred (500) posters will be in Spanish. There will be 50 tear-off sheets with website and local and 800 phone numbers per pad. Sandra estimates that the posters, pads, and binders will use up the \$1500 credit we have with the printer. Received quotes on key chains and band-aid holder but there won't be enough money.</p> <p><b>Cathy Moser</b> reported that 1) IFSPs and outcomes are looking better. 2) Providers are not consistent in putting the delay ranking on their progress reports. Cathy clarified that the delay ranking should only be reported in the domain that the provider is working in. Providers are also not giving a rationale when they cannot use an assessment instrument but assigned a delay ranking. 3) There's still confusion about the purposes of the Primary Level Evaluation. Some primary level evaluators are using it for eligibility only. Once eligibility has been established, providers are ignoring other domains that would not meet eligibility requirements but where the delay is greater than -1.0. Primary level evaluators need to either address the delay or write a comment as to why they're not addressing it. The PSC Training Revision Workgroup is working</p>	<p>DEIC members stated that there had been plenty of opportunities and time to attend training. Consensus was that the KIPDA DEIC supports the policy of terminating contracts of providers who do not stay up with the requirements of funding sources.</p> <p>DEIC gave approval to proceed with poster.</p>

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	on a good example of a PLE and a good IFSP. 4) If a provider hasn't included a delay ranking on a progress report, the PSC can document it (verbal report from provider) for the IFSP, but needs to request a written amendment from the provider. 5) Concern expressed about the purpose of delay ranking. The policy and procedure says that it is for determining continuing program eligibility but Germaine said that it was for evaluating the program. Much discussion about the delay ranking scale ensued.	DEIC members are encouraged to send their comments about the delay ranking scale to Alicia, who will forward them in one document to Angie Guest who is on the ICC Evaluation Subcommittee. All DEIC members will be copied on the document.
Treasurer's Report	Angie Guest was not present, but she sent her report to Anne Bolly (also not present). Sandra Duverge reported that Angie had sent \$650 to the Clifton Center.	
Transition Updates	Shawna White stated that 1) There will be a meeting with Jeff Co. concerning transition next week. 2) The Rural KIPDA transition training was pretty well attended. Several school district representatives were present from the rural counties.	Rural KIPDA report needs to be updated.
Focused Recruitment	Alicia Dailey and Sandra Duverge explained a complicated situation with an agency provider who wanted to replace a therapist. The current Focused Recruitment policy document was presented, along with a draft of a Focused Recruitment Form that will be sent to providers who want to provide services in KIPDA when there is not a shortage in their discipline.	DEIC policy is now that a provider may replace a person for the same county (-ies) that the former person had. If they need to split the counties up between more than one person, they will need to get approval from the program consultant. DEIC will review Focused Recruitment Form next mo.
Other Issues	Becky Skrine suggested that providers need a one-day basic training on billing insurance and billing Passport. She thinks that we're losing a lot of money. Comment had been made that some providers at the KIPDA provider fair were stating on their provider information sheet that they did not bill insurance. The form needs to be changed to ask, "Are you an in-network provider? If so, for what companies? Melinda stated that FS in Indiana had a better system.	Provider Bio form needs to be updated.  Alicia will pass on training request to the state.

**Next meeting: June 27, 12:00-1:30 p.m.  
Board Room, K.I.D.S. Center, 982 Eastern Parkway**

**Agenda:**

**Review of Focused Recruitment Form  
Passport  
Treasurer's Report on Unspent Funds for FY 2004-2005**